

FNo. 18016(2)/2010-GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises.

Udyog Bhavan, New Delhi  
5<sup>th</sup> March, 2010.

Subject:- Award of Annual Maintenance Contract under Full Service & Maintenance Agreement (FSMA) for various make/model of Photocopier Machines installed in the Ministry of Micro, Small and Medium Enterprises (MSME) for the year 2010-2011- regd.

Sir,

I am directed to invite quotations for award of Annual Maintenance Contract (AMC) under Full Service & Maintenance Agreement (FSMA) for various make/model of photocopier Machines installed in the Ministry for a period of one year w.e.f 1<sup>st</sup> April, 2010. You are requested to quote your rates for the same in the attached Performa (Annexure) in a sealed cover marked "Quotation for AMC of Photocopier Machines". The quotations may be sent to GA Section, Ministry of MSME, Room No. 49, Udyog Bhavan, New Delhi latest by 3.00 P.M. on 19.03.2010. The quotations will be opened on the same day in Room No. 356A, Udyog Bhavan at 4.30 P.M. in the presence of tenderers who may wish to be present. The contract will be governed by the following terms and conditions:-

1. The firm submitting quotations should have valid CST/VAT/Service Tax registration, PAN etc. with appropriate authorities. Copy of CST/VAT/Service Tax registration, PAN etc. allotted by the appropriate authorities must be enclosed.
2. The total number of machines likely to be put under FSMA is 20 (Twenty) for the present. The number may increase or decrease at the discretion of the Ministry.
3. The firm submitting quotations should be well equipped and should have the required infrastructure and expertise to undertake the job of maintenance of photocopiers. The firm should have achieved a minimum turnover of Rs. 10.00 lakh (Rupees Ten lakhs only) through maintenance of photocopier machines during last three financial years i.e. 2006-07, 2007-08 and 2008-09.
4. The firm quoting the rates should have rendered similar job of maintenance of photocopier machines in some major Govt. department/PSUs/other reputed establishments satisfactorily during the past two-three years. The satisfactory performance certificate of at least three such departments/PSUs should be attached along-with the quotation. Besides, the firm should not be currently blacklisted or should not have been blacklisted by any Ministry/Department in the past.

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5. The Authorized Service Provider of various brands would be given preference. The firm must produce valid certificate to this effect along-with the bid.
6. The contract is inclusive of all spares and consumables such as toner, drum etc. All spares and consumables to be supplied/replaced should be genuine.
7. **The rates quoted by the firm will remain valid for a period of one year from the date of award of contract. Service tax or any other levies must be quoted failing which no amount would be paid towards that.** The period of contract may be extended if the services of the firm are found satisfactory during the period of contract on mutual agreement. However, the Ministry reserves the right to discontinue the contract even before the date of its expiry if the services of the contractor are not found to be satisfactory at any stage. It will be solely on the discretion of the Ministry which will be final and binding.
8. An earnest money of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft drawn in favour of 'Drawing and Disbursing Officer', Ministry of Micro, Small & Medium Enterprises payable at New Delhi is required to be deposited along-with the quotation. The earnest money of all unsuccessful tenderers will be refunded without any interest thereon. Quotations received without earnest money will not be considered.
9. Payment will be made on monthly basis on production of bills along-with satisfactory performance reports from the users of the machines.
10. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

Yours faithfully,

S/d-

( P.S. Verma )

Under Secretary to the Government of India  
Tel No. 2306 1636

**List of Photocopier Machines in the Ministry**

Sr. No.	Section	Make	Model	Room No.
1.	R/o M(MSME)	Toshiba	e-Studio 282	1I-A, Pt. Pant Marg
2.	O/o M(MSME)	Sharp	AR-5625	166
3.	O/oSec(MSME)	Sharp	AR-5631	169
4.	O/o JS(PK)	Toshiba	e-Studio 200	122A
5.	O/o JS(SKP)	Sharp	AR-5631	170
6.	Dir(AKJ)	Toshiba	e-studio-161	254
7.	Dir(SKG)	Kyocera	Taskalfa-180	268
8.	DS(PPM)	Canon	IR-2000	123
9.	US(TSR)	Sharp	AR-5631	319
10.	US(PSV)	Sharp	AR-5625	356A
11.	US(MLS)	Sharp	AR-5625	429C
12.	SSI(P)-I Section	Toshiba	e-Studio 230	462
13.	SSI(P)-II Section	Sharp	AR-5625	460
14.	Estt. Section	Toshiba	e-Studio 200	429D
15.	Coord. Section	Sharp	AR-5625	429B
16.	Cash Section	Sharp	AR-5625	430
17.	Hindi Section	Sharp	AR-5625	433
18.	Coir Section	Toshiba	e-Studio 282	450
19.	KVI Section	Toshiba	e-Studio 200	343
20.	RGUMY Cell	Sharp	ARM 420V	470
21.	GA Section	Toshiba	e-Studio 200	49